

## EDITED KSA LISTING

### CLASS: PAROLE AGENT III, ADULT PAROLE

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Extensive knowledge of the principles, techniques, and trends in parole and correctional casework to effectively discharge the mission of the Parole and Community Services Division (P&CSD).
<b>K2.</b>	Detailed knowledge of methods used and problems involved in the supervision and rehabilitation of adult offenders to effectively assist adult offenders in the successful reintegration into the community.
<b>K3.</b>	General knowledge of laws pertaining to prisons, probation and parole to effectively direct, advise and train subordinate staff.
<b>K4.</b>	Extensive knowledge of organization and functions of the Department of Corrections, P&CSD and adult paroling authorities to effectively discharge the mission of the P&CSD.
<b>K5.</b>	Extensive knowledge of the principles and methodology of case investigations to ensure the integrity of the investigative process.
<b>K6.</b>	Extensive knowledge of laws of arrest, rules of evidence and court procedure to ensure fair and impartial treatment of the adult offender.
<b>K7.</b>	General knowledge of organizations, facilities, and services of public and private welfare and employment agencies available to adult offenders to assist staff in performing their mission to successfully reintegrate adult offenders into the community.
<b>K8.</b>	General knowledge of functions and procedures of State, county, and municipal law enforcement agencies to establish and maintain effective working relationships to enhance the protection of the community.
<b>K9.</b>	Extensive knowledge of principles of adult offender supervision to train, direct and advise staff to effectively discharge the mission of the P&CSD.
<b>K10.</b>	General knowledge of employment conditions and opportunities in California and facilities available for instruction, training and placement of adult offenders to assist staff in performing their mission to successfully reintegrate adult offenders into the community.
<b>K11.</b>	Extensive knowledge of firearms policies and handling of safety equipment to ensure the safety of law enforcement personnel, the public, and adult offenders.
<b>K12.</b>	Detailed knowledge of field arrest tactical procedures to ensure the safety of law enforcement personnel, the public, and adult offenders.
<b>K13.</b>	Extensive knowledge of adult paroling authority procedures to ensure compliance with due process mandates in dealing with violations and conditions of parole.
<b>K14.</b>	General knowledge of county-to-county and Interstate parole procedures to ensure adherence to established policies and guidelines.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
<b>K15.</b>	General knowledge of principles and techniques of personnel management and supervision to effectively direct and manage the unit operation.
<b>K16.</b>	General knowledge of principles of organization, public administration and budgeting to effectively request operational resources, forecast expenditure needs of the unit, and remain within budgetary constraints.
<b>K17.</b>	Broad knowledge of Department's Equal Employment Opportunity (EEO) objectives to promote and maintain a work environment free of discrimination and harassment.
<b>K18.</b>	Detailed knowledge of a supervisor's role in EEO Program and processes available to meet EEO objectives.
<b>K19.</b>	Basic knowledge of the collective bargaining process to ensure that the bargaining unit contracts are adhered to.
	<b>Skill to:</b>
<b>S1.</b>	Comprehensive skills to plan, organize, and supervise the work of others to effectively direct and manage the unit operation.
<b>S2.</b>	Extensive skill to analyze situations to accurately adopt an effective course of action.
<b>S3.</b>	Extensive skill to prepare comprehensive and accurate casework reports that records essential elements of information pertaining to adult offenders to support evidence based decisions.
<b>S4.</b>	Comprehensive skill to communicate effectively both verbally and in writing to provide clear and concise information/ideas to staff, the public and other agencies.
<b>S5.</b>	Effectively contribute to the Department's EEO objectives to create, promote and maintain a work environment free of discrimination and harassment.

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	<b>Special Personal Characteristics:</b>
<b>SPC1.</b>	Demonstrates interest and enthusiasm for working with adult offenders.
<b>SPC2.</b>	Ability to inspire the respect and confidence of staff, community agencies, law enforcement personnel, and adult offenders.
<b>SPC3.</b>	Self-motivated work ethic needed to carry out the mission of the department.
<b>SPC4.</b>	Willingness to respond to emergencies at any time.
<b>SPC5.</b>	Empathy for victims, adult offenders and their families.
<b>SPC6.</b>	Possess high degree of integrity and ethical decision making capabilities.